

# Lease Extension Request

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]

To: [Landlord/Cooperative Board Name]  
[Cooperative Housing Name]  
[Cooperative Address]  
[City, State, Zip Code]

Dear [Landlord/Cooperative Board Name],

I hope this message finds you well. I am writing to formally request an extension of my lease for the unit [Unit Number/Address] in [Cooperative Housing Name]. My current lease is set to expire on [Lease End Date].

Due to [brief reason for extension request, e.g., personal circumstances, ongoing work situation], I would like to request an extension of the lease for an additional [desired time frame, e.g., six months, one year]. I have enjoyed living in the cooperative community and appreciate the support from the board and neighbors.

I am willing to discuss any necessary adjustments in lease terms, including rental rates or other conditions that would facilitate this extension. Please let me know a convenient time for us to discuss this matter further.

Thank you for considering my request. I look forward to your positive response.

Sincerely,  
[Your Name]